

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**  
**Board of Directors' Meeting**  
**217 Summit Street, Galena IL 61036**



**April 27, 2022**

**MINUTES**

**CALL TO ORDER** President Ben Petitgout called to order the meeting of the Galena Area Emergency Medical Service District Board of Directors at 6:30 p.m.

**ROLL CALL**

**Board members present:** Randy Beadle, Vice President; Claire Bersbach, Secretary; Renee McCartney; Ben Petitgout, President; Jim Rigdon, Treasurer; Jan Splinter; and Linda Winter.

**Absent:** Pam McIntyre and Susan Strand entered the meeting after Roll Call. A quorum was established.

**EMS personnel present:** William L. Bingham, EMS Coordinator, and Aishah Abdul-Aziz, Administrative Assistant.

**EMS Association representative(s) present:** Shelley Finley

**EMS Association members present:** None.

**Others present:** None.

**PLEDGE OF ALLEGIANCE** was led by President Petitgout.

**AGENDA ITEM I. CONSENT AGENDA**

Randy Beadle moved to approve the Consent Agenda, consisting of **approve minutes** from the **March 23, 2022**, regular GAEMSD Board of Directors' meeting; payment of estimated **April Invoices** of \$21,031.97 which includes **estimated VISA** of \$1,760.04, and known **April Auto-Pay** of \$1,003.50; seconded by Linda Winter.

**President's Report – Ben Petitgout**

- Attended a **roundtable meeting** with representatives from Galena Area EMS District, the City of Galena, and Jo Daviess County to discuss shortfalls in our annual budget(s) and possible sustainable funding revenues for future Emergency Medical Services.
- Received a phone call from a major hotel owner stating that an Elizabeth business owner passed on information that Galena Area EMS District was in discussions to propose a **1% Hotel/Motel Tax referendum question** on this fall's election ballot. (This topic has been on the county's Legislative Committee radar for several years.)
- Mailed to the Illinois Secretary of State our **General Not For Profit Corporation Act, Annual Filing Form** (due May 1, 2022).
- Helped EMS members take unserviceable electronic items, as well as five boxes of documents, to City Hall during their **Electronic Recycling and Free Shredding Day** drop-off.

**Treasurer's Report – Jim Rigdon**

1. GAEMSD District Account Balances as of 04-22-2022:

\$ 890,549.39	District Total All Accounts at Illinois Bank & Trust
\$ 18,392.81	EMS Association Accounts Total

**AGENDA ITEM I. CONSENT AGENDA** – continued:**Treasurer's Report** – Jim Rigdon – continued:

## 2. Financial Statements for the period ended 03-31-2022:

\$ 1,174,622.84	Assets
	Includes \$262,402.47 Accounts Receivable amounts
\$ 19,239.01	Liabilities
\$ (26,833.66)	Revenue
	Includes \$52,518.88 Contractual Allowances & Bad Debt
\$ 32,077.30	Expenses
\$ 286,303.90	Year-to-Date Operating Income / <del>(Loss)</del>

**Secretary's Report** – Claire Bersbach

- Worked with Board President Petitgout on the information to be included for the Round Table discussion. Copied and **assembled the Information Packets**.
- Attended April 5, 2022, **Round Table discussion** with GAEMSD Board President, Ben Petitgout; EMS Coordinator, William Bingham; Galena City Mayor, Terry Renner; Galena City Administrator, Mark Moran; Jo Daviess County Board Chair, Don Hill; and Jo Daviess County Administrator, Scott Toot.
- Attended April 13, 2022, **Budget Committee meeting**.
- Continued to work with Board President Petitgout on Policy revisions.

**Approve Policy:**

- A. Remove/Revise: COMPENSATION

Motion carried.

**END OF CONSENT AGENDA****AGENDA ITEM II. CITIZEN'S COMMENTS** – None.**AGENDA ITEM III. REPORTS**1. **EMS Coordinator's Report** – William Bingham

The new **Ambulance Billing Rates** are completed. These will be presented to the Board this evening with hopes of approving it this evening and effective May 1, 2022.

The **updated Special Detail/Stand-by Rates** are completed and will be presented to the Board this evening for consideration.

We continue to focus on **Vehicle Maintenance, Driver Training**, maintaining both ambulances clean inside and out, and that all members are on the same page regarding fuel, disposable equipment, confirmation that everything is working properly, and that staff is in the loop so that issues will be addressed immediately. This is an on-going process that will be discussed with all members throughout the next few months.

On Monday evening, April 25, our crew members participated in a **Galena Fire Department training exercise with live-fire conditions**. While we do respond to rehabilitation situations as needed, it is important that training such as this allows our members to become familiar with these situations. This is an opportunity for our members to have this level of exposure to be effective when these situations occur. Stephanie Moore (Galena EMT) will lead the EMS component and will report back after the drill to discuss any shortfalls we have going forward.

We have a **Special Detail** on Saturday, April 30. This is a **Galena River Trail Kiwanis Club Run** from 7:30 a.m. to 10:30 a.m.

**AGENDA ITEM III. REPORTS** – continued:**1. EMS Coordinator's Report** – William Bingham – continued:

Arrangements have been made with SwedishAmerican/UW Health to have **four additional members trained as CPR Instructors**. These members are Christian Gronewold, Chris Garza, Tadeo O'Brien, and Bill Bingham. This class will be held in Rockford on June 14.

We will be hosting our **annual Spring Clean-Up** on May 7 from 9:00 a.m. to 1:00 p.m. The cleanup will include vehicles, bays, medical and other equipment, spare bay, entire station, kitchen, bedrooms, bathrooms, windows, etc. The more personnel who participate, the earlier we will wrap up.

Bingham is proud of the way Galena EMS has fallen into place but understands that there is much more to do. We have **more members willing to step up and move this organization forward**. The best thing that can happen now is to keep everyone engaged, confident, and proud to be a Galena Area EMS member.

To our Board Members and on behalf of all GAEMSD Members, please accept our **sincere gratitude for the recent salary increases** that will be in effect May 1, 2022. Thank you.

**Ambulance Calls** – Month-to-date: we have had 41 calls. **Year-To-Date stands at 239 calls.**

**Vehicle Report:** 1A18 has been performing very well.

6:45 p.m. EMS Coordinator Bingham left the meeting.

**2. Administrative Assistant** – Aishah Abdul-Aziz

Aishah requested to **transfer \$10,160.48 from Grant Account to District Account** to pay for medical supplies and medical equipment. Tracking of the money and invoices is kept on a file for Benning Group's Audit Review every year.

Aishah advised she will be mailing a **Grant Application to Jo Daviess County Country Fair Charities** to request funding to **purchase AED Trainers, Pediatric Mannikins, and ALS Medical Equipment/Supplies**. Application has to be postmarked by May 1.

**3. EMS Association Representative** – Shelley Finley

There was no quorum for the last EMS Association business meeting. Shelley reported EMS Association President, Ken Calvert (and his wife), will be moving. As Vice President, Wayne Moyer will step up the end of June.

Shelley said EMS members are **very appreciative of the recent pay increases** approved by the Board of Directors.

The **training went well**; Tadeo (Tod) O'Brien covered **pharmacology**. EMT students have been **riding along** on calls under Shelley's and Aishah's licenses. The students are required to do "ride time." GAEMSD members have benefited from some of the "newer" techniques that the EMT students have been learning in their classes.

Aishah commented that **everybody has made the EMT students feel welcome**.

**4. Committee Report(s)**

Ambulance Replacement Ad Hoc Committee – Jeremy Werner, Chair

There has been **no movement at all**. No update on status of new ambulance; still waiting on getting a VIN (Vehicle Identification Number) which would be the first indication that the chassis is in production. We have been told that the manufacturers of ambulances and other emergency vehicles are lobbying for priority delivery from vehicle manufacturers.

**AGENDA ITEM III. REPORTS** – continued:4. **Committee Report(s)** – continued:Budget Ad Hoc Committee – Jim Rigdon, Chair

Committee comprised of Jim Rigdon, Chair; Linda Winter, Claire Bersbach, and Ben Petitgout, Board President met March 9 and 15, and April 13. Revenues and Expenses have been reviewed and **tightened as much as feasible**. Approving the FY 2022-2023 Budget is a New Business item.

Nominating Ad Hoc Committee – Renee McCartney, Chair

Renee compiled a list of persons to be nominated for the Galena Area EMS Board of Directors. Those Nominees are: Randy Beadle, Claire Bersbach, Renee McCartney, Pam McIntyre, Ben Petitgout, Jim Rigdon, Jan Splinter, and Linda Winter.

President Petitgout commented that Susan Strand was not listed. Susan said family matters need more of her time. Petitgout agreed “family comes first” and thanked Susan for her years on the Board. Susan had been on the Board since 2006.

**AGENDA ITEM IV. UNFINISHED BUSINESS** – None.**AGENDA ITEM V. NEW BUSINESS**

1. Claire Bersbach moved to **adopt GAEMSD’s FY 2022-2023 Budget** as presented; Jan Splinter seconded. President Petitgout commented the “numbers” are way up there. Projected Revenue is \$773,325.00; anticipated Expenses are \$1,124,340.00. “Operating Expense Reserve” (which we are required to Budget for according to our SSA#6 Contract with County) accounts for \$149,450.00 of the Expenses. Net Loss is \$347,740.00.

Petitgout commented some line items were changed, some deleted, and a couple line items added. New: Administrative Expense and Insurance AD&D. We are averaging \$20,000.00 per month in wages. Petitgout will meet with McCoy Insurance to try to get our Insurance premium due dates to match our Fiscal Year.

Petitgout asked Administrative Assistant, Aishah, to talk with our accounting agency in regard to some of the changes that will need to be made and also asked if we need to keep PPP (Paycheck Protection Program) “Loan Forgiven” on the Budget. Aishah indicated it needs to be shown until after the next audit. Motion carried.

2. Ben Petitgout moved to provide a **pay increase for the EMS Coordinator** from \$1,500.00 per month to \$2,000.00 per month effective May 1, 2022; seconded by Randy Beadle. Board members agreed that it was well deserved. Motion carried.

3. Claire Bersbach moved to provide a **pay increase for the Administrative Assistant** from \$750.00 per month to \$1,000.00 per month effective May 1, 2022; Jim Rigdon seconded. Board members agreed that it was well deserved. Motion carried.

4. Randy Beadle moved to provide a **pay increase for On Call Hourly Wage for EMTs, EMRs, and Drivers** from \$7.50 per hour to \$8.00 per hour effective May 1, 2022; seconded by Linda Winter. There was no discussion. Motion carried.

5. Renee McCartney moved to provide a **pay increase for Report Writing** from \$7.50 per report to \$8.00 per report effective May 1, 2022; seconded by Jan Splinter. There was no discussion. Motion carried.

**AGENDA ITEM V. NEW BUSINESS** – continued:

6. Claire Bersbach moved to provide a pay **increase for the Hourly Wage for Special Event/Special Work Detail** from \$7.50 per hour to \$8.00 per hour effective May 1, 2022; seconded by Pam McIntyre. There was no discussion. Motion carried.

7. Ben Petitgout moved to **increase GAEMSD Ambulance Response Rates** effective May 1, 2022, per the chart provided to the Board; Claire Bersbach seconded. There was no discussion.

Motion carried. The chart showing the approved Ambulance Response Rates is appended to these Minutes.

8. Jim Rigdon moved to **increase GAEMSD Ambulance Standby Rates** effective May 1, 2022, per the chart provided to the Board; Randy Beadle seconded. Petitgout commented some of the increases are so that we cover our expenses for providing a three-member crew.

Motion carried. The chart showing the approved Ambulance Standby Rates is appended to these Minutes.

9. Ben Petitgout moved to **invest in FDIC Insured Investments with Illinois Bank & Trust**; Linda Winter seconded. Petitgout said there has been some movement with interest rates. Petitgout suggested possibly laddering an investment at three, six, nine months, perhaps multiple CDs. With the Federal Reserve Board due to meet in mid-May, Petitgout moved to postpone this motion to the May 26 GAEMSD Board meeting; seconded by Jan Splinter. By roll call vote, motion carried unanimously.

10. Claire Bersbach moved to accept the **Letter of Engagement from Miner, Gilroy, and Meade** CPAs, PC for FY 2022-2023; Ben Petitgout seconded. Accounting Services increased from \$425.00 per month to \$450.00 per month; payroll check writing service increased from \$150.00 to \$170.00 for an overall increase of \$45.00 per month. There was no discussion. Motion carried.

11. Renee McCartney moved to approve the **Board of Directors' Meeting Schedule for FY 2022-2023**; Linda Winter seconded. President Petitgout called attention to Board Orientation scheduled for September 15 and to the options for the November and December meeting dates. It was determined that the Board will meet on Tuesday, November 29, and on Thursday, December 29. Jim Rigdon asked about setting meeting dates so far in advance. As a public body, we are required to set meeting dates; they can always be changed if necessary.

Motion carried. The chart showing the approved Board of Directors' Meeting Schedule is appended to these Minutes and will be posted on the exterior bulletin board.

**AGENDA ITEM VI. CITIZEN'S COMMENTS** – None.**AGENDA ITEM VII. BOARD MEMBER CONCERNS AND COMMENTS**

Susan Strand wished the Board all the best. Petitgout expressed appreciation for Susan's service on the Board. Several other Board members expressed similar sentiments.

EMT Class Graduation will be Tuesday, May 24. A notice will be sent to the Board.

President Petitgout reminded Board members that in May our meetings will go back to Thursdays.

Aishah Abdul-Aziz thanked the Board for the pay increase.

Petitgout remarked that this Board has come a long way in the past two years and he is proud of what we have accomplished.

**AGENDA ITEM VIII. ADJOURNMENT**

Susan Strand moved to adjourn the meeting; seconded by Randy Beadle. Motion carried. President Petitgout adjourned the meeting at 7:20 p.m. until the GAEMSD **Annual Meeting on Thursday, May 26, 2022**, at 6:30 p.m. followed by the **regular Board of Directors' meeting at 7:00 p.m.** at the Galena Area EMS District Board Room, 217 Summit Street, in Galena, Illinois.

**GALENA AREA EMS DISTRICT – AMBULANCE RESPONSE RATES**

Date Proposed	03-25-2021	04-27-2022	
Date Approved	04-22-2021	04-27-2022	
Date Effective	05-01-2021	05-01-2022	
			IMPACT %
Mileage	20.00	22.00	↑ 1.10%
BLS / Resident	600.00	650.00	↑ 1.08%
BLS / Non-Resident	700.00	750.00	↑ 1.07%
ALS 1 / Resident	850.00	900.00	↑ 1.05%
ALS 1 / Non-Resident	950.00	950.00	-0-
ALS 2 / Resident	1,000.00	1,000.00	-0-
ALS 2 / Non-Resident	1,100.00	1,200.00	↑ 1.09%
ALS Intercept	350.00	350.00	-0-
Refusal / Resident	300.00	300.00	-0-
Refusal / Non-Resident	400.00	300.00	↓ 0.75%
DUI (IL State Law)	500.00	500.00	-0-
HazMat Standby Per Crew (x3) per hour		300.00	

**GALENA AREA EMERGENCY MEDICAL SERVICE DISTRICT**

Effective 05-01-2022, Galena Area EMS Standby Rates:

Galena Parades: No Charge

Galena Football: \$40.00/Game

If an event charges a mandatory fee for those attending or participating:

<u>CREW SIZE</u>	<u>TIME FRAME</u>		<u>FEE</u>
Three (3)	One hour or less	1 hour	\$ 75.00
Three (3)	One to two hours	1 to 2 hours	105.00
Three (3)	Two to four hours	2 to 4 hours	150.00
Three (3)	Four to six hours	4 to 6 hours	185.00
Three (3)	Six to eight hours	6 to 8 hours	220.00

If an event does **not** charge a mandatory fee for those attending or participating:

<u>CREW SIZE</u>	<u>TIME FRAME</u>		<u>FEE</u>
Three (3)	One hour or less	1 hour	\$ 40.00
Three (3)	One to two hours	1 to 2 hours	55.00
Three (3)	Two to four hours	2 to 4 hours	110.00
Three (3)	Four to six hours	4 to 6 hours	155.00
Three (3)	Six to eight hours	6 to 8 hours	200.00

Galena Area EMS will not charge any organization or group in which the coverage is provided by the on-duty personnel who may need to respond to calls during the event.





**GALENA AREA EMS DISTRICT  
BOARD OF DIRECTORS'  
MEETING SCHEDULE  
FY 2022 – 2023**

**Board Meeting Room  
217 Summit Street  
Galena, IL 61036**

**Meetings will be on the fourth Thursday and  
begin at 6:30 p.m. unless otherwise indicated.**

**MEETING SCHEDULE**

May 26, 2022

6:30 p.m. Annual Meeting

7:00 p.m. Regular Meeting

June 23, 2022

July 28, 2022

August 25, 2022

September 15, 2022

Board Orientation Workshop

September 22, 2022

October 27, 2022

Tuesday, November 29, 2022

Thursday, December 29, 2022

January 26, 2023

February 23, 2023

March 23, 2023

April 27, 2023